



# Intern - Finance

## About Life-Lab

Learning Is Fun & Experiential (LIFE) Lab envisions a world in which every child enjoys learning and lives with a scientific attitude. We seek to make learning engaging and relevant for students as well as to empower educators to create self-sustainable experiential learning environments. Thus, at Life-Lab, we innovate simple products that spark creativity and problem-solving skills in children and devise effective pedagogical processes that enable teachers to enhance their own knowledge, skills, and mindsets to facilitate holistic learning. To learn more about the organization, please visit:

[www.life-lab.org](http://www.life-lab.org)

## Position Summary

Finance Intern will manage day to day finance & accounting of the organization & coordinate with CA office (external) to keep accounting up to date on a monthly basis for being compliant with all needful taxations prevalent in India.

## Roles & Responsibilities:

- Will generate Quotations & Invoices & e-way bills by coordinating with Business Development Team & Production Team
- Manage payrolls & advances by coordinating with HR
- Will update on tally all the organizational expenses & revenues monthly
- Coordinate with CA office (external) to calculate the GST, TDS, Annual Returns & other prevalent taxes monthly.
- Tally monthly expenses & forecasted budgets for projects by closely working with Program team.

## Candidate Profile

We are looking for an individual with a go-getter attitude and a quick learner by having the ability to understand the needs of the organization and quickly adapt to the same.

## Qualification & Experience:

- Minimum qualification: Graduation / Post-Graduation in Commerce, Accounts, Finance or related domains
- Candidates with relevant experience and interests are welcome to apply

## Stipend:

CTC 5000 – 7000 per month based on experience, passion & appropriate skill sets

## Duration:

6 months

**Location: Pune; Opening: Immediate requirement**

**To apply please email your CV to – [info@life-lab.org](mailto:info@life-lab.org)**

For more info, log on to [www.life-lab.org](http://www.life-lab.org)